

# Absence


## Absence:

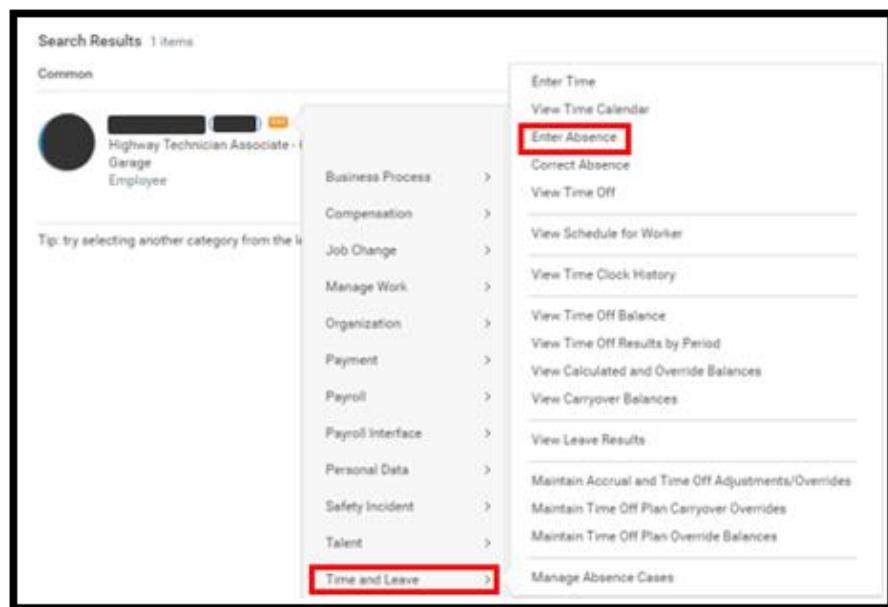
## • Intermittent Unpaid FMLA

## Manager

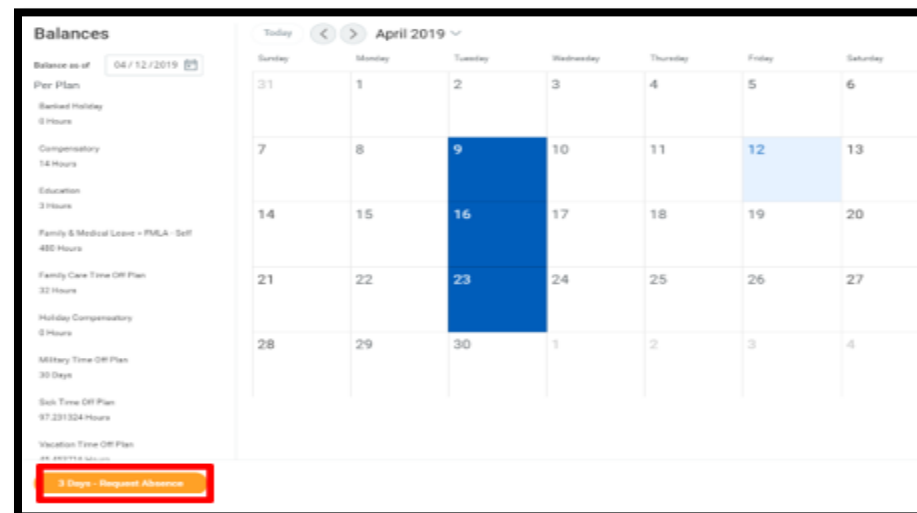
### ENTERING ABSENCE OF UNPAID INTERMITTENT FMLA

From the Search bar:

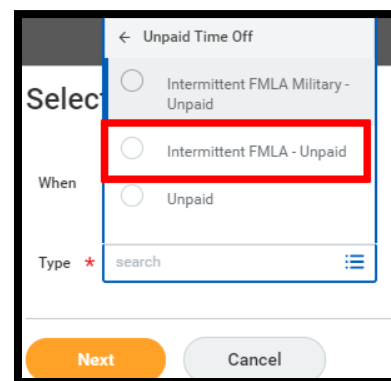
1. Find the name of the **Employee** and click on it.
2. Click the **Related Actions Button** . Then click on **Time and Leave > Enter Absence**.



3. Select **Date(s)** and **Request Absence**.



4. Click on  in the **Type** field > **Unpaid Time Offs > Intermittent FMLA – Unpaid**. Then click **Next**.



# Absence

## Absence:

## • Intermittent Unpaid FMLA

## Manager

- Review the date(s) and **Edit Quantity Per Day** to the number of hours per day the employee will be taking off.

	*From	*To	*Type	Quantity per Day	Total	
-	04/10/2019	04/10/2019	Intermittent FMLA - Unpaid	2 hours	2 hours	Edit Quantity per Day
-	04/17/2019	04/17/2019	Intermittent FMLA - Unpaid	4 hours	4 hours	Edit Quantity per Day
-	04/24/2019	04/24/2019	Intermittent FMLA - Unpaid	2 hours	2 hours	Edit Quantity per Day

- Then click **Submit**.

- This will go to the HR Partner to review & approve.

The employee should be doing this. If the manager needs to do it for some unique reason, then From the **Search Bar**:

- Find the name of the **Employee** and click on it.
- Click the **Related Actions** Button . Then click on **Time and Leave > Enter Absence**.
- Select the **date(s)** that were selected on Step 3 and **Request Absence**.

Balances as of 04/12/2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Per Plan	31	1	2	3	4	5	6
Standard Holiday							
Compensatory	7	8	9	10	11	12	13
Education							
Family & Medical Leave - FMLA - Self	14	15	16	17	18	19	20
Family Care Time Off Plan	21	22	23	24	25	26	27
Holiday Compensatory	28	29	30	1	2	3	4
Military Time Off Plan							
Sick Time Off Plan							
Vacation Time Off Plan							

3 Steps - Request Absence

- Click on in the **Type** field > **Unpaid Time Offs > Unpaid**. Then click **Next**.

Unpaid Time Off

Select

- Intermittent FMLA - Unpaid
- Military - Unpaid
- Intermittent FMLA - Unpaid
- Unpaid

When

Type \* search

Next Cancel

- Review the date(s) and **Edit Quantity Per Day** to the number of hours per day the employee will be taking off. These hours should match Step 5.
- Then enter **Reason > Authorized – medical**.
- Once the paid time is approved by the HR Partner, then it will look like below.

Balances as of 04/12/2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Per Plan	31	1	2	3	4	5	6
Standard Holiday							
Compensatory	7	8	9	10	11	12	13
Education							
Family & Medical Leave - FMLA - Self	14	15	16	17	18	19	20
Family Care Time Off Plan	21	22	23	24	25	26	27
Holiday Compensatory	28	29	30	1	2	3	4
Military Time Off Plan							
Sick Time Off Plan							
Vacation Time Off Plan							

You have successfully entered absence for intermittent FMLA. If you have questions, then please reach out to your HR Partner.